

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
Jadavpur, Kolkata - 700032

Adv No:1.2/HINDI OFFR/ 01 Dated: 20.11.2019

Date:20. 11. 2019

"Applications on plain paper (Neatly Typed) are invited from the individuals meeting the eligibility conditions for appointment of **one Part Time Hindi Officer** on contractual basis on a consolidated salary of **Rs. 35,000 /- pm**. **Last date of submission of application is 27th December, 2019**.The application will be addressed to "**The Registrar, Indian Association for the Cultivation of Science, 2A & 2B, Raja SC Mullick Road, Jadavpur, Kolkata-700032**".

- Should possess a Minimum Post Graduate Degree in Hindi and English as an optional subject in Graduation or Post Graduation in English and Hindi as an optional subject in Graduation. However, person with higher qualification and experience will be preferred.
- Should have preferably minimum 5 years of work experience related to implementation of Rajbhasha (official Language) and organizing Hindi teaching classes run by the Rajbhasha Department of Government of India in government departments.
- Should possess minimum of **2 years experience of translation from Hindi to English and vice versa** and possess knowledge related to government orders and reports etc. of Government Offices, candidate must have excellent experience and efficiency **in both (English/Hindi) in computer typing**.
- Person with experience in facing Parliamentary Committee on Rajbhasha will be **given weightage**.
- Candidate applying must be **capable of bearing full responsibility** to handle and run the business of **Rajbhasha of the Institute independently**, though under the control of Coordinator, Rajbhasha and i/c Hindi Cell.
- Persons with higher qualification having diploma in translation from English to Hindi and vice versa will be preferred.
- **Retired Government servants** with prescribed qualification and experience as Hindi officer/Translator etc. are also eligible for appointment.
- This appointment will be on a part time basis; **Six hours a day on all working days (i.e. 5 days working) (Excluding Lunch Break)** in a week. The incumbent will be bound to attend the office on holidays in case of exigency of his services which may be adjusted against other working day.
- **Remuneration-** A consolidated amount of **Rs 35,000/-** per month only without any other liability on the institute.
- **The contractual engagement will be on the basis of 'No work No pay'**. However, in case of absence, pro-rata wages will be paid.
- **Leave:** One day paid leave per calendar month will be earned which can be accumulated and availed of maximum 3 days in one instance in a month by the incumbent, if leave is accumulated 5 days or more in the account. In case of extreme exigencies leave without pay may also be availed for the days as may be considered and approved by the Coordinator (Rajbhahsa)/Registrar & In-Charge of Hindi Cell.

- The **initial appointment will be for one year** which may be extended for a maximum period of 2 years or till attaining the age of 65 years whichever is earlier, based on satisfactory work performance and requirement of the Institute with due approval of the Competent Authority. If, services are not found satisfactory, IACS is not bound to extend further engagement. In case **No extension is granted/contemplated**, the service will automatically cease from the last day of the current term of engagement without any reference and **No representation** will be entertained in this regard.
- Services may be terminated at any time by giving one month's notice from either side (employer or the employee) without assigning any reason.
- Services may also be terminated at any time on disciplinary/administrative reasons.
- Maximum age limit prescribed is **below 62 years**.
- Qualification and experience claimed must be supported with the relevant and self attested copies of the documents.
- A mere fulfilling minimum criterion will not entitle any candidate to call for interview or any other kind of written/practical test.
- IACS may, at its own discretion conduct written and typing test in Hindi and English on Computer to shortlist the candidates, if, so required.
- IACS reserves the right to accept or reject any or all applications without assigning any reasons there for in the interest of the Institute.
- No TA/DA will be paid to the candidates attending written/practical test/interview if called for.

ACTING REGISTRAR